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CITY OF VACAVILLE

650 MERCHANT STREET, VACAVILLE, CALIFORNIA 95688-6908

ESTABLISHED 1850

June 2, 2005

OFFICE OF
The Mayor

Peter B. Foor
Presiding Judge of the Superior Court
Solano County Superior Court
600 Union Avenue
Fairfield, CA 94533

**RE: RESPONSE TO 2004-2005 SOLANO COUNTY GRAND JURY REPORT
SOLANO COUNTY & CITIES: PURCHASING AND PROCUREMENT
PROCEDURES**

Dear Judge Foor:

The 2004-2005 Solano County Grand Jury has requested that the City of Vacaville respond to certain *Findings and Recommendations* relating to our purchasing and procurement procedures as contained in the 2004-2005 Grand Jury Report (see attached letter from the Foreperson of the 2004-2005 Solano County Grand Jury). The City is pleased to provide the following responses to the findings and recommendations:

Finding #1 – The City agrees with the finding and recommendation.

Finding #2 – The City agrees with the finding and recommendation.

Finding #3 – The City agrees with the finding but is unclear with respect to the recommendation. The City adheres to the State of California Public Contract Code requirement that all formal bids (and informal bids for projects larger than \$100,000) be mailed to specified trade journals and be published in the *Vacaville Reporter* for a minimum of 14 days prior to bid opening. Additionally, these bid opportunities are posted on the City's website. Therefore, the City respectfully believes its current practice as to the advertising of formal RFPs is consistent with the recommendation.

Finding #4 – The City agrees with the finding and recommendation.

Finding #5 – The City agrees with the finding and recommendation that advertising RFPs on the City's website should be included in the Purchasing Policies and Procedures Manual, and will include such in the next update of the manual (see Finding # 6).

DEPARTMENTS: Area Code (707)

TDD (707) 449-5162 or California Relay Service 7-1-1

www.cityofvacaville.com

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| Administrative Services 449-5101 | City Attorney 449-5105 | City Manager 449-5100 | Community Development 449-5140 | Community Services 449-5654 | Fire 449-5452 | Housing & Redevelopment 449-5660 | Police 449-5200 | Public Works 449-5170 |
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Finding #6 – The City agrees with the finding and recommendation that the Purchasing Policies and Procedures Manual should be revised. The current manual was last updated in 2000 and should be revised to better organize and clarify our purchasing policies. This will also afford the opportunity to incorporate into the manual current practices such as use of the City website to solicit RFPs and notify local vendors of bid opportunities, use of buying agreements negotiated by the State and Federal government, as well as any new internal procedures stemming from our recent purchasing software upgrade. We anticipate this project will be initiated within the next six months.

Thank you for the opportunity to respond to the 2004-2005 Solano County Grand Jury Report.

Sincerely,



Leonard J. Augustine
Mayor

cc: Vacaville City Council
David J. Van Kirk, City Manager